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Civilian Radioactive Waste Management

DESK INSTRUCTION DI-003

Activity: YMP Review & Approval for the Release of Information
Requirement: AP-IST-004 Public Release Review and Approval for Distribution of Technical and non-Technical Products (NQ)
Process Owner: Jose A. Archuleta

Purpose

The purpose of this Desk Instruction (DI) is to describe the internal SNL process for achieving compliance with the requirements of AP-IST-004 Review and Approval of the Release of Information.

Goal

To ensure that technical products (abstracts, conference papers, journal articles) are Reviewed and Approved in preparation for release of information.

Implementation

1. Author(s) submits a technical product for review
2. SNL R&A
 - a. Initiate SNL form
 - b. Route form through SNL R&A
 - c. Receive SAND number from SNL R&A
3. YMP R&A
 - a. Initiate forms RPR and RSIR
 - b. Complete peer review, if required
 - c. Ensure forms are completed, signed, dated and approved
 - d. Mail completed package (forms and paper) to YMP R&A
 - e. If comments are received from YMP review, respond to comments and resubmit paper with updated RPR and RSIR
 - f. Track in Product Review Database (PRD)
4. Receive approval from YMP R&A

Compliance achieved when: A technical product has been approved for release of information.

Verification: Receipt of Approval Notification.